



2024 Arts and Crafts Fair

****Location for 2024 Alma Highland Festival: Alma College Campus**

Date & Show Time	Saturday, May 25, 2024	9:00 am – 6:00 pm
Set-up Times	Friday, May 24, 2024 Saturday, May 25, 2024	2:00 pm– 6:00 pm 6:00 am – 8:00 am
	No vehicles will be allowed in the vendor area after set-up time. If you arrive after set-up time, please proceed directly to vendor parking and get your items to your booth from the parking area.	
Booth Space	10' across x 10' deep. When applying for a booth, please consider the size of your tent. You will not be allowed to pound stakes into the pavement. Please bring weights to secure your tent. There are approximately 40 spaces available. All of the spaces are on pavement.	
Booth Fee	\$100 per booth	
Photos	ONLY HOMEMADE ITEMS can be sold at the Arts and Crafts Fair. COMMERCIALY MADE ITEMS FOR RESALE will not be allowed. If you are found to be selling commercial items, you will be asked to leave and will not be refunded your registration fee. All <u>NEW</u> vendors must provide 3 photos of the items you will be selling and 3 photos of the items being handmade. <u>**If you are a returning vendor, you do not need to send photos again.</u>	
Parking	Each vendor will be provided with one parking pass. When you arrive at registration it must be displayed in your front window and remain there throughout the show. If the parking pass is not visible, you will not be allowed in the Arts and Crafts parking area.	
Vendor Responsibility	Vendors are responsible for supplying as well as setting up and taking down their own displays, dividers, tents, booth signage, tables and chairs. Vendors are expected to keep their booth area clean at all times and dispose of trash in the appropriate receptacles provided. Vendors are expected to remain open for business until closing. If you leave early, you will not be asked to return to future Alma Highland Festival Arts and Crafts Fairs. No sales commission will be charged. Sales tax is the responsibility of the crafter. ***If there is inclement weather, it will be at the discretion of Alma Highland Festival on whether or not to close early. If an emergency arises that will require you to leave early, you will need to notify an Arts and Crafts Co-Chair as soon as possible.	
Animals	Dogs are allowed for this year's event. Each owner will need to fill out paperwork at the Gate along with paying a \$5 entry for each pet. Please note: we are limiting access to dogs only at this time. All other animals will not be permitted.	



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May 25, 2024

Deadline for entry is May 1, 2024

However, applications will be accepted until all spaces are filled.

If you are not accepted, your check will be returned to you.

PLEASE FILL ALL LINES ON THIS APPLICATION.

Note: We will NOT mail confirmations. All communication will be done via email or text.

Business Name _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Email Address _____

Please provide a brief description of your art/craft : _____

Booth Space: 10' across x 10' deep.

Booths _____ @ \$100 each

Total Check Amount Enclosed (payable to Alma Highland Festival) \$ _____

Application Checklist: A yes or no must be checked on each of the following questions.

Are all your items for sale homemade? Yes _____ No _____

Have you included your booth rental fee? Yes _____ No _____

Have you enclosed pictures? (NEW vendors only) Yes _____ No _____

Have you included a reliable email? (Required) Yes _____

Are you aware that the festival is being held at Alma College? Yes _____

Return this application with payment, photos, phone, and email address to:

Alma Highland Festival – Arts and Crafts
Attn: Bethany Vozar
480 E. Johnson Rd.
Ithaca, MI 48847
Telephone: (989) 506-8863